

PAPERCLIP™

TUTORIAL

PAPERCLIP II for the 128

PAPERCLIP II™

Professional Word Processor
for the Commodore 128
by Steven Douglas

TUTORIAL

Tutorial written by Franca Leeson
Editing by Keith Hope
Print Production by Desmond Grundy
Project co-ordination by Keith Hope
Package Design by Modern Image Works
Art Direction by Martin W. Herzog

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30 Mural Street Richmond Hill, Ontario. L4B 1B5

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INTRODUCTION

TUTORIAL OR NOT TUTORIAL!

To get started, we ask that you sit down and read pages 2 through 10 of this Tutorial. These pages will tell you how to use and read the Tutorial and Crash Course, what to expect from PaperClip II, and some basic tips on computer use.

We've designed this package with both Tutorial and Reference manuals. Please remember, they should accompany your sessions with PaperClip II, not pre-empt them.

Now select the Tutorial that's right for you. If you're a beginner, the **Tutorial**, starting on page 7, will give you a good, basic working knowledge of PaperClip II. You don't need to know anything at all about computers or word-processing to start. Just set aside some time, have your computer ready, and go.

If you're an advanced user, adventurous, or just impatient, you can work through the **Crash Course** starting on page 43. This will give you the same working knowledge as you get from the Tutorial, but at breathtaking speed!

Once you've worked through this Tutorial, take another look at **What PaperClip II Can Do**. You'll find that when you need to use an advanced function, you can just look it up in the Reference manual or in one of the Appendices.

Then, put the manuals down somewhere handy, because you'll be referring to them often – and *use* PaperClip II.

UNPACKING PaperClip II

In addition to this Tutorial, your PaperClip II package should contain the following:

- PaperClip II manual
- PaperClip II program diskette
- PaperClip II key (a small plastic cube)
- PaperClip II warranty and registration card

To use PaperClip II you will need:

- Commodore 128 computer
- Commodore 1541 or 1571 disk drive, or equivalent
- Commodore 1902 or 1700 series video monitor, or equivalent
- Printer (optional)
- Printer interface (if your printer is not plug compatible with Commodore 128)
- at least 2 blank data diskettes

For more information on printers and interfaces, see Appendix D.

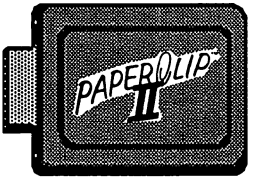
GETTING STARTED

The Commodore 128 system consists of at least three components – keyboard (computer), monitor, and disk drive. You will probably (although not necessarily) also have a printer. Each of these components must be turned on separately.

Hook everything together using the manuals that came with the equipment as a guide. Then turn on the monitor. If you are using a multi-mode monitor such as the Commodore 1902, set the video mode switch to 'RGB'. There should be a light somewhere on the front to show you the power is turned on.

Check that there's no diskette in the disk drive unit – if there is remove it before turning on the power. Now, after you've turned the disk drive on, take your PaperClip II program disk out of its jacket and gently insert it, PaperClip II side up (the back contains the SpellPack dictionary), into the drive and close the door.

Get your PaperClip II key – the small plastic cube you found in the PaperClip II box when you opened it.



Before you turn on the computer, gently but firmly insert the key into **Control Port 2** on the right hand side of your computer.

If you are using a composite 40 column monitor such as the Commodore 1701, 1702, or 1703, make sure the 40/80 DISPLAY key is up. If you are using an RGB-type monitor such as the Commodore 1902, make sure the 40/80 DISPLAY key is down.

Now turn the computer on.
The video screen displays the message: **BOOTING PaperClip II System Disk...** After a while, about 30-90 seconds, you'll see a brief Copyright message, then a white bar across the top of the screen that reads **PaperClip II**. You're ready to start using PaperClip II.

Not working? Make sure the program disk is correctly inserted in the disk drive, the PaperClip II 'key' is properly inserted, and that everything is hooked up and turned on correctly. Check the manuals that came with the computer and disk drive. If you still can't get it to work, contact your dealer.

DUPLICATING THE PaperClip II DISKETTE

Once you have everything working, before you start really using PaperClip II, make a backup copy of the PaperClip II program diskette using the instructions below, and store the original diskette in a safe place. You should also back up all your important data disks often. Remember, BOTH sides of the PaperClip II distribution disk need to be duplicated. Copy each side onto a separate disk — it's not a good practice to turn a diskette over and use the reverse side.

Make sure the disk drive is empty, then turn the computer on. If it's already on, turn it off and on again to reset it.

Put the PaperClip II diskette in the disk drive, type

RUN "diskcopy" RETURN

The program will prompt you for source (the disk you want to duplicate) and destination (the disk you want to copy onto) disks. In this case, the source will be your original PaperClip II diskette, and the destination is a new, blank diskette. Follow the on-screen instructions for exchanging disks, etc. Remember to duplicate both sides of the original, each to a separate new disk. When you're finished, re-load PaperClip II by putting your new copy of the PaperClip II disk in the drive, then restarting the computer.

TAKING CARE OF YOUR DATA

Floppy disks – the medium on which you will be storing text – must be handled with care. They are actually quite tough, but if you abuse them too much, or too often, they will not be reliable for very long.

Here are some guidelines:

- Keep up-to-date backup copies of all your data and program disks.
- Keep each disk in its storage envelope.
- Never remove a disk from the drive while the drive activity light is on.
- Never leave a disk in the drive when turning it on or off.
- Never touch the disk surface: handle only by the protective jacket.
- Don't bend or handle disks roughly.
- Don't leave disks on top of the monitor or disk drive.

 Fill out disk labels using a felt-tip pen BEFORE attaching them. Never write on the disk jacket or label with a lead pencil or ball-point pen.
- Keep disks away from magnetic fields, such as those generated by telephone bells.
- Don't expose disks to excessive heat or direct sunlight.
- Anytime you invest a significant amount of time and energy in the data stored on a diskette, **duplicate it!**
- Save early, and save often.

TUTORIAL

CONVENTIONS USED IN THIS TUTORIAL

SPECIAL KEYS USED BY PaperClip II

Many of the commands and functions of PaperClip II are invoked by pressing certain special keys in conjunction with others. The most important are...

[CONTROL] Pressing this key causes the next key pressed to be interpreted as a command rather than part of the text being typed in.

[ESC] The next keystroke will be seen as a formatting or special character.

[£] The text following this keystroke will be interpreted as a print formatting command, and will appear as ✓

← When you press the [RETURN] key, this arrow will appear. This arrow is referred to in the manual as a **return** marker, and is shown as ← in examples.

[SHIFT] For clarity, key sequences throughout this manual are shown as capitals. When you need to hold down the shift key while pressing another, [SHIFT] will appear just before that key.

If the [SHIFT] symbol is not there, don't press [SHIFT] [SHIFT] only applies to the key right after it.

[C:] This key switches between insert and over-type modes.

space bar If you type, this may be one of the harder things to get used to. When using a typewriter, you can move over existing text by pressing the **space bar**. When using a word-processor, the **space bar** has a different action. To PaperClip II, a space is a real character, just like any other letter, number, or punctuation mark. When you

type your text, the spaces you enter are important. When you press the **space bar**, you are entering **space** characters into text! They appear on the screen as blanks, but they do exist. For this reason, you cannot use the **space bar** to move the cursor over text you have typed.

SPECIAL TERMINOLOGY

While we have tried to keep the use of computer and word-processing jargon to a minimum, some special terms are used.

Press

Press and release in sequence the key or keys specified. For example:

Press

CONTROL L RETURN

...means to press and release the CONTROL key, then the (unshifted) L key, then the RETURN key.

Press

CONTROL SHIFT CLR HOME

...means to press the CONTROL key, then hold down the SHIFT key while pressing the CLR HOME key.

Type

Type in the text which follows verbatim — both uppercase and lowercase. For example:

Type

Now is the time for all good men to come to the aid of the party.

...means to type the sentence as it is shown. Use the SHIFT key to enter capital letters, and include punctuation such as periods and commas.

Move

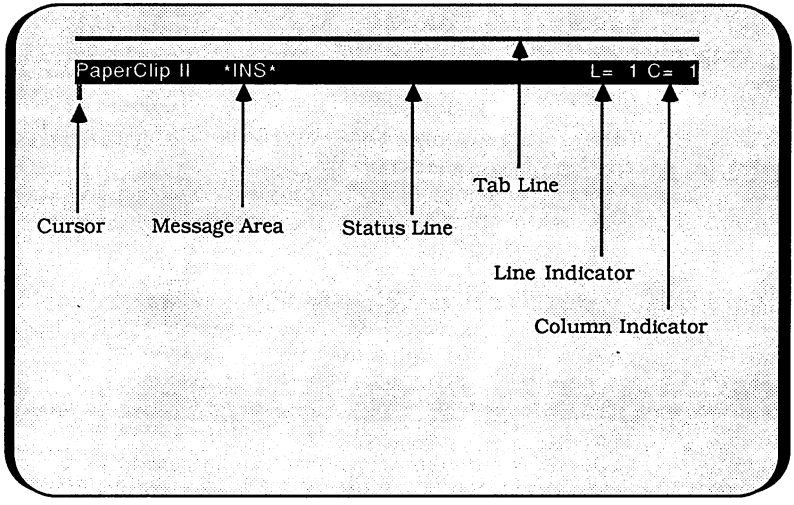
Use the cursor keys to position the cursor at the described location on the screen. For instance,

Move to the third line of text.

...means use the cursor keys to position the cursor on the third line down from the top of text.

SIMPLE EDITING

THE SCREEN



At the top of the screen there is a white bar with **PaperClip II** written on it. This is the **Status Line**.

The thin line above the Status Line is called the **Tab Line.**

Below the Status Line is a small square blinking in the upper left-hand corner of the screen. This is the **cursor.**

Look on the keyboard – find the four arrow keys grouped together along the top edge. These are the **cursor keys**. They are used to move the cursor around.

Try pressing [↓] a few times.

See what happens? The cursor moves down the screen. Try it again, while watching the **L=xxx** near the right end of the Status Line. The number tells you which line the cursor is on.

Now press [→], and look at the **C=xxx**. C stands for Column. The number indicates what column the cursor is in.

Press the key marked [CLR HOME] The cursor jumps back to the upper left-hand corner, **L=1** and **C=1**.

Not happening? Check the [SHIFT LOCK] key — make sure it isn't pushed down. If it is, press it once to bring it up.

TYPING IN TEXT

Now type these two sentences:

> **Now is the time for all good men to come to the aid of the party. The quick brown fox jumps over the lazy dog.**

When you get to the right edge of the screen, just keep right on typing, don't press [RETURN] Watch what happens.

You can see that PaperClip II automatically jumps down to the next line upon reaching the edge of the screen. When you use PaperClip II, you type each paragraph as one very long line. The line is divided on the screen into shorter lines so you can see it all. For convenience, it divides the lines between words — this is called 'word wrap'.

Press [F7] — it's at the top right-hand corner of the keyboard. Now look at the right edge of the text. You'll see that some words are split up. You'll also see the message **Word Wrap Off** appear above the Status Line.

Without word wrap, PaperClip II divides text exactly at the edge of the screen. With word wrap, it divides text after the last word that will fit on each line.

Some people prefer word wrap, others don't. It's up to you. But remember, the divisions are done just so you can read your text easily on the screen. It does not affect the final printed appearance of your document.

Let's explore the cursor keys a little more. Remember, move the cursor down by pressing [↓] to the right by pressing [→] If you want to move the cursor to the left, press [←] To move the cursor up, use [↑] Try it out! Don't be afraid of moving the cursor over the text you've typed — moving the cursor doesn't affect text. And you can always get back to Line 1, Column 1 by pressing [CLR HOME]

Now try holding down a cursor key. The cursor will pause, then zip along. Notice what happens when you move your cursor to the right at the end of the line — it jumps down to the beginning of the next line. If you move your cursor to the left when it's at the beginning of a line, it will move up to the end of the preceding line.

Now, keeping an eye on the text you typed in, move your cursor past the bottom of the screen. Notice how the text 'scrolls' up off the screen. Move the cursor back up to the top, then keep going. The text reappears.

This 'scrolling' allows you to enter far more text than you can see on the screen at one time. In fact, the screen acts like a 'window' on your text, which can be as much as 499 lines! (If you're using a 40-column display, it's 999 lines)

Move your cursor back on top of the **g** in the word **good**. Now type:

really

PaperClip II automatically makes room for the new word. This is what word-processing is all about — being able to change text quickly and easily. Want to delete some characters? Press [INST DEL] in the upper-right corner of the keyboard, and watch what happens.

THE KEYBOARD

The keyboard of a Commodore 128 is basically that of a regular typewriter with some extra keys around the edges. Below are descriptions of the extra keys you will be using. As you read through, experiment with them until you're sure you understand just what each one can do. Don't be afraid to make mistakes! It's the only way you'll learn.

Cursor Keys [↓] [→] [↑] [←]

The cursor keys move the cursor around without changing text.

Up-down Left-right Arrows [CRSR] [CRSR]

There are actually two complete sets of cursor keys. It does not matter which set you use, PaperClip II will respond equally.

Press

[CRSR]

to move the cursor down in text.

Press



to move the cursor up.

Press



to move the cursor right in text.

Press



to move the cursor to the left.

Clear Home 

Pressed once, the 

key 'homes' the cursor (moves it to the top left-hand corner of the screen). If part of your text has scrolled off the top of the screen, pressing

when it's in the 'home' position will position the cursor at the top of text — Line 1, Column 1.

Shift Run Stop 

takes you to the bottom of text. Home the cursor, then press



Even if the end of your text is far below the bottom of the screen, this will get you there instantly.

Return 

The 

key has a different function from that of an ordinary typewriter. Try pressing

A small left-arrow marker appears, and the cursor moves down to the beginning of the next line. Any text to the right of the cursor when you pressed

will be pushed down to the next line.

Unlike a typewriter, you don't press [RETURN] every time you get to the right edge of the screen. When you press [RETURN] you are telling PaperClip II that you want to end this paragraph and start a new paragraph. A paragraph is the text between **return** markers (↵). A paragraph can be several lines long, a single line, or even a line with just the return marker in Column 1.

PaperClip II does the final formatting of your text during printing. It uses the return markers to tell where to start printing a new paragraph, rather than simply continuing the current one.

Press

[SHIFT] [RETURN]

to move the cursor to the beginning of the next line without changing text.

Insert Delete [INST DEL]

The [INST DEL] key is used to insert space and delete characters. Move the cursor to the middle of a sentence on your screen, and press [INST DEL] Each time you press it the character to the left of the cursor disappears, and all the characters to the right move over to fill in the gap. If you hold it down, it will repeat, dragging all the text to the right with it.

Try pressing [SHIFT] [INST DEL] a few times. See? This is one way you can insert space to the right of the cursor.

Left Arrow [←]

The [←] key deletes characters too. But it stays put — the text to the right is pulled into the cursor. Press it a few times to get used to its action.

This is the key at the left end of the keyboard, just above the [CONTROL] key. Don't confuse it with the cursor key [←]

Tab [TAB]

First let's set a tab. Move the cursor to column 20 and press

[SHIFT] [CLR HOME]

This sets a tab at the column the cursor is in. Notice that a little square has appeared in the **Tab Line**. Now press

[SHIFT] [CLR HOME]

again – the square disappears. This clears the tab setting. Since we wanted this tab, press

[SHIFT] [CLR HOME]

once more. Set a second tab a few columns over. Press

[TAB]

Pressing [TAB] makes the cursor jump directly to the next column with a tab set. If the cursor is at the right-most setting, it will move to the first tab on the next line. Press it a few times to see how it works.

Caps Lock [CAPS LOCK]

Try pressing

[CAPS LOCK]

Look at the Status Line – the letters ***LOK*** appear. As long as you're in this mode, every letter you type will appear as a capital whether or not you use the [SHIFT] key. Punctuation, numbers, and other keys will behave normally. Try it out – type some text while [CAPS LOCK] is on.

Pressing [CAPS LOCK] again switches you back to regular typing.

Why not just use the [SHIFT LOCK] key? Well, too many keys behave in a completely different way when they're shifted. [CAPS LOCK] was invented to handle situations where you just want your text capitalized.

Commodore [C=]

Press

[C=]

The letters ***INS*** disappear from the Status Line. This means you're no longer using **Insert mode**. Put your cursor in the middle of some text and type something. Notice that you're now **over-typing** your text, rather than pushing the rest of the paragraph along. Some people prefer one mode to the other, but you can switch at any time. Use whichever you feel more comfortable with.

To change back to Insert mode, press

[C=]

Forty/Eighty Display [40/80 DISPLAY]

We're going to mention this key here simply to tell you that if you happen to press it, the screen may go blank. Don't panic! Nothing's been lost. Just press the key again, and it will all come back.

Why? Well, this key tells PaperClip II whether you're using a 40-column or 80-column display. Each is handled differently, and separately, by PaperClip II. If you tell it to use the wrong one, your screen won't show anything until you switch back.

Functions 1, 3 [F1] **&** [F3]

Press

[F1]

The text under the cursor will move 22 lines up. This is the same effect as moving down 22 lines in text with [↓] To move up, press

[F3]

[F1] and [F3] could also be called 'Screen Down' and 'Screen Up', since they effectively move the cursor up or down a distance equal to one full screen.

Functions 2, 4 F2 & F4

Press

SHIFT F2

A menu titled **PaperClip Screen Options** pops up. This menu allows you to set screen display colors. You can learn more about these later in the Reference Section.

Press

SHIFT F4

Another menu called **PaperClip File Options** appears. This will also be discussed later. In the meantime, press

ESC

to clear away the menu.

No Scroll NO SCROLL

Pressing NO SCROLL switches to the **Telecommunications** mode. Press it again to switch back. You can learn more about this in the Reference Section. It's mentioned here so that if you accidentally press it, you will know how to switch back.

You've learned some simple editing techniques and fundamental keys. Here's your homework – experiment! Using PaperClip II is the only way you'll really get used to it. Type in some text and start working!

CONTROL FUNCTIONS

You've learned how to type text in. Now you have to learn how to tell PaperClip II what to do with your text. But first, a little background about PaperClip II.

PaperClip II is a command driven system — when you want it to do something, you enter a keystroke or two to tell it what command to execute. This is one of the most powerful ways to control a computer. However, this requires you to remember which commands cause which actions. As much as possible, commands are given keystrokes and names which help to remind you of their function.

PaperClip II is designed with several very distinct 'modes' of operation. When you switch modes, you are changing the way PaperClip II will interpret your keystrokes. Once you understand how to switch modes, and what each mode is for, you will be able to exercise great control over PaperClip II. The Basic Modes are:

Edit mode — this is how you enter text, and do basic editing
Control mode — more powerful commands are issued here
Insert mode — new text is inserted into existing text
Telecommunications mode — provides full telecommunications
SpellPack mode — using the spelling checker to correct errors
Output mode — preview or actual printing of your document
Directory mode — viewing a disk directory

Most major commands also have small 'modes', in which only a limited number of keystrokes have meaning.

To work through this section you'll need a work disk to hold the files you create. If your disk is brand new out of the box, you'll need to format it (see Direct Disk Commands - Formatting A Disk for instructions).

THE CONTROL MODE

Press



Notice that the cursor stops blinking and the words **Control Option?** appear above the Status Line. This means PaperClip II is in Control mode. Note that you don't have to hold the CONTROL key down — PaperClip II will wait in Control mode until you press another key.

If you want to cancel Control mode, or quit a command started with the CONTROL key, simply press

CONTROL

again.

SAVING A FILE

After you've typed in text, you will want to save it on a disk. Once your text is stored on disk you can work on something else or even turn the computer off. Your text is called a 'file' when it is saved (stored) on a disk. Once saved, a text file can be re-loaded later.

Let's save the text you've been experimenting with. If you don't have any text entered, type in a few sentences.

Take the PaperClip II program disk out of the disk drive and put in a formatted disk. If you're using a brand-new disk that hasn't been formatted, turn to Direct Disk Commands - Formatting A Disk and follow the instructions to format it.

Press

CONTROL

The message

Control Option?

should appear.

Press

S

The top line should read

File name?

Each file stored on a disk must have a name to differentiate it from other files on the disk. Filenames can be up to 16 characters long, and can contain letters, numbers, spaces, and punctuation (its recommended that you not use punctuation, as many special cases exist).

Make up a filename (something simple) and type it in, then press [RETURN] If you make a mistake you can use the [INST DEL] [←] [→] [CRSR] and [CLR HOME] keys to edit the name. When you have entered the name, press

[RETURN]

The next question is,

Drive number?

If you're using a single drive always answer **0** – for multiple drives it can be **0** or **1** (more on this in the reference section). Enter the correct drive number and press

[RETURN]

You can quit at any point when PaperClip II is asking questions by pressing [CONTROL] This applies to any Control function. This is very handy if you start a Control function that you don't want to complete.

Now PaperClip II will save your text. The disk drive activity light comes on, the motor whirrs, after a short pause the Status Line will read

0:filename

with 'filename' being the name of your file. When the activity light on the disk drive goes out and the cursor starts flashing again, your text has been saved on the disk.

If there is another file with the same name already on the disk, PaperClip II will ask,

Replace existing file?

If you press N [RETURN] the save operation will be cancelled. You can then switch disks, or choose a different name, and start the save operation again. Don't switch the disks without cancelling the save operation! PaperClip II won't know what happened to the disk that was in the drive. In most cases no harm will be done, but switching disks on PaperClip II is foolhardy.

If you reply Y [RETURN] the existing file will be deleted (scratched) and the new text will be saved in its place.

THE DISK DIRECTORY

Now you've saved your file. But all these disks look pretty much alike. How can you keep track of what's on which disk?

Well, there's a special section of each disk which is reserved for a directory — a list of all the files stored on that disk.

Press

CONTROL

Then press

0 (the digit zero)

the number of the drive your disk is in.

Suddenly everything disappears from the screen. Don't panic! You've just popped into the **Directory** mode.

The disk drive will whirr. After a pause, some information appears at the bottom of the screen — the disk drive number, the name of the disk, and some other numbers and letters.

Hold down [↓] and a list of files scrolls onto the screen. Keep holding it down until the scrolling stops and the cursor appears at the top. If you let up on [↓] the scrolling will pause until you press it again.

Have you spotted your filename? The letters **PRG** beside it mean that it's a regular file, and the number shows how much space your file takes up on the disk, measured in blocks. At the bottom of the screen the number of free (unused) blocks appears.

Need to look at filenames that have scrolled off the top of the screen? Use [↑] to scroll up through them.

You may not want or need to scroll past all the filenames to the end of the directory. If you want to regain control of the cursor partway through the list, let go of [↓] then press

CONTROL

The cursor will appear immediately. Once you press CONTROL you can no longer scroll down to see additional filenames but you can still scroll back up.

To change back to editing your text, home the cursor, then press

CLR HOME

once more.

Instantly you are switched back to the Edit mode. Your text is still intact. Remember, you can view the disk Directory without altering the text you are working on.

LOADING FILES

Put the PaperClip II disk in the disk drive.

Press

CONTROL L

In response to the prompt

Filename?

Type

sample document

then press

RETURN

The disk drive will whirr — after a few seconds the text from the file called **sample document** will scroll onto the screen.

If the message

File not found

appears, check to make sure that the PaperClip II disk is in the disk drive correctly. Then try again, making very sure you type the filename correctly. If that still doesn't work, check the disk directory — maybe **sample document** isn't on your disk for some reason. If that's the case, try loading the file that you saved in the last lesson.

The file that is loaded always replaces the text currently on the screen (and in memory). It's important that you save what you're working on before loading another file.

Note: Always save the file you're working on before loading another file.

FAST SCROLLING

You already know that by holding down the cursor keys you can scroll through text. Press

[CLR HOME] [CLR HOME]

to get to the top of text, then press

[CONTROL]

then press and hold

[↓]

Hold on to your seat, the cursor will go racing down your text at an incredible rate!

You can pause this fast scrolling by pressing the space bar without letting go of the cursor key – it will start again when you release the space bar. You can race up through text by using [CONTROL] [↑] in the same way. Pressing [SHIFT] while fast scrolling reverses the scrolling direction.

ERASING TEXT

Put your cursor in the middle of some text, then press

[CONTROL] E [RETURN]

The prompt

Are you sure?

appears. You can quit without erasing anything by answering N, or pressing [CONTROL] This time answer Y for 'Yes'. When you do, all text below the cursor is erased, including the line the cursor is on.

SCREEN READ FILENAMES

Any time PaperClip II asks for a filename, pressing [RUN STOP] automatically enters sixteen characters from the cursor's screen position.

To demonstrate, put the PaperClip II disk into the disk drive and go into the Directory mode by pressing

CONTROL **O**

Move the cursor to the first letter of **sample document**, and press

CONTROL L

In response to the

File name?

prompt, press

RUN STOP

Instantly the filename under your cursor in text appears next to the prompt. Press

RETURN

After a few seconds the file loads smartly onto the screen.

You can screen-read when saving or loading — in fact, any time you have to type in a response during a Control function. Don't forget, you can't move the cursor in text once you've pressed CONTROL — be sure to position your cursor first.

Now you know how to type in text and how to move the cursor around within your text. You know how to do some simple editing, and you know how to save and load text files from disk.

You may still feel a little unsure about it all. Don't worry! The solution is simple — experiment, explore, then experiment some more. Once you feel confident, move on to Intermediate Editing.

INTERMEDIATE EDITING

You've learned how to type, save, and load files. In this lesson you're going to learn a few more editing tricks. In order to work through it you'll need some text to experiment with. Load the **sample document** from the PaperClip II disk — or simply type in a few paragraphs.

Don't be afraid of messing up the text — remember, what you do to the text on-screen doesn't affect the file on disk. Even if you accidentally erase the whole thing, you can always re-load it from disk. So experiment!

INSERT/DELETE LINES

Move your cursor down to the middle of your text. Now press

CONTROL +

See what happens? A blank line is inserted at the cursor position. Press + a few more times.

Now try pressing

CONTROL –

Each time you press it, the line the cursor is on is deleted.

When you're finished inserting and deleting lines, press CONTROL to toggle out of Control mode.

To insert several lines at once, press

CONTROL |

PaperClip II will ask how many lines you want inserted. Enter the number you want and press RETURN

TRANSFERRING, DELETING, AND COPYING A LINE RANGE

Before you can do anything fancy with a block of text, you have to let the computer know which block of text you intend to get fancy with. You do this by setting a line range.

To set the line range, press

CONTROL R RETURN

The line that the cursor was on will highlight.

Press

↓ — see what happens — the next line is highlighted, too.

Press

↓

to highlight a few more lines. Now try pressing

↑

This un-highlights lines. This is helpful when you accidentally go farther than you want with ↓

Now press

RETURN

The highlighting disappears, the message **Range Set** appears on the tab line, and you are back in **Edit** mode as if nothing had happened. But something has. You have set a line range.

Let's transfer these lines of text from one place to another.

Put your cursor at the place to which you want to transfer these lines. Now press

CONTROL T RETURN

Notice that the line range is not only inserted in the new place, but it's also removed from its original position. This is called 'transferring' the range.

Try it a few more times to get a sense of how it works. Remember, you have to set a range with [CONTROL] R [RETURN] before you can do anything to it.

Now try setting a range with [CONTROL] R [RETURN] then pressing

[CONTROL] D [RETURN]

The line range you set will be deleted.

Let's copy a range without deleting it from its original position.

Set the line range you want to copy. Now move the cursor to the place you want to put the copy, and press

[CONTROL] C

When the message **Number of copies?** appears, default to 1 by pressing

[RETURN]

SETTING, MOVING, DELETING PHRASES

You can manipulate smaller chunks than line ranges — words, sentences, and groups of sentences — in much the same way.

Put your cursor on the first letter of a sentence in your text. Now press

[CONTROL] P [RETURN]

then [→] a few times. Each character the cursor passes over is highlighted.

Setting a phrase one letter at a time can take quite a while.

Try pressing W a few times — this highlights whole words.

Press S — whole sentences will be highlighted.

Press [↓] to highlight entire lines.

Use [↑] and [←] to un-highlight lines and characters if you go too far.

Now press [RETURN] This 'sets' the phrase.

Move the cursor somewhere else in the text. Press

CONTROL M RETURN

This moves the phrase, inserting it at the new spot and deleting it from its original position.

To copy the phrase, press

CONTROL K RETURN

A copy of the phrase will be inserted at the new location — the original will remain unchanged.

To delete a phrase, press

CONTROL Y

Highlight the phrase in the usual way. When the phrase you want to delete is highlighted, press RETURN

FIND/HUNT

Let's say you want to find a certain word or phrase in the text.

Make sure your cursor is at the top of text, then press

CONTROL F

When PaperClip II asks

Search string?

type in a word that you know is somewhere in the text, and press

RETURN

Right away your cursor jumps to the first occurrence of that word.

To find the next occurrence, press

CONTROL H

The cursor will skip ahead to the next place that word appears. You can use CONTROL H again and again to look for a phrase you've set with CONTROL F

SEARCH AND REPLACE

PaperClip II can look for every mention of a word or phrase and automatically replace it with something else.

Put your cursor at the top of text. Now press

CONTROL @

The prompt line reads

Search string?

PaperClip II is asking you what to look for. Pick a word that's in your text, type it in, and press

RETURN

When PaperClip II asks

Replace with?

enter a different word. Don't forget to press

RETURN

Now PaperClip II asks

More?

You can have as many as five different search and replace operations at once. We're just doing one, so default to N by pressing

RETURN

Next PaperClip II asks

Query before replacement?

Well, let's say you wanted to replace 'cat' with 'dog'. You might end up with more dogs than you bargained for — **cat**egories would become **dog**egories; impli**cat**ions would be impli**dog**ions. In situations like this the **Query before replacement?** is very handy. If you answer Y RETURN PaperClip II will show you each occurrence of the search string it finds, and ask whether or not to replace it. For now let's just default to N. Press

RETURN

The last question is

Global?

You can search and replace through a whole sequence of linked files if you like. But here again, let's default to N.

If the question **Search and replace in range only?** appears, press

RETURN

PaperClip II will then check through the text, making the specified substitutions.

If you had replied Y to the **Global?** prompt, PaperClip II would have gone through every file in the linked chain performing the search and replace operation, re-saving each file automatically.

Now you've finished the editing part of this tutorial – the last two lessons are devoted to formatting and printing out text. What you've learned here is just the basics. PaperClip II can do much, much more.

PRINTING YOUR TEXT

In this lesson we're going to print the sample document from the PaperClip II disk. If you don't have the sample document, type some text in yourself.

OUTPUT TO VIDEO — PRINT PREVIEW

Printing your text to the screen (video output) rather than the printer is handy because it lets you see how your document looks before you commit it to paper.

Load **sample document**. Now press

CONTROL V

PaperClip II will ask several questions.

First is

Fill variable blocks?

Notice that PaperClip II has already put in an **N**. If you wanted variable blocks filled, you would press Y and then RETURN Right now you don't so just press

RETURN

For

Starting page?

press

RETURN

This tells PaperClip II to start printing with page **1** — the beginning. If you want, you can start output at any page in the document.

Next is

Global?

Since you just want to view the text in memory, default to N by pressing

RETURN

Finally the video output comes up on your screen.

Didn't work? Look for an error message above the Status Line — then look it up in Appendix C for help.

If you're using a 40-column screen you will only see the first 40 characters of a video output. You can use the cursor keys to 'scroll' the screen around — or switch to 80-column video output by pressing

SHIFT F8

before starting output.

You can pause output scrolling by pressing the **space bar** — restart by pressing **space bar** again. You can stop at any time by pressing CONTROL twice (if paused, only once).

Video output will pause automatically at the end of each page, and can be continued by pressing the space bar. If you don't want the pause between pages, hold down C for a few seconds. This will make output continuous — it won't pause between pages.

PRINTER FILES

A printer is actually a kind of specialized computer. There are many different kinds of printers, each with different commands and characteristics.

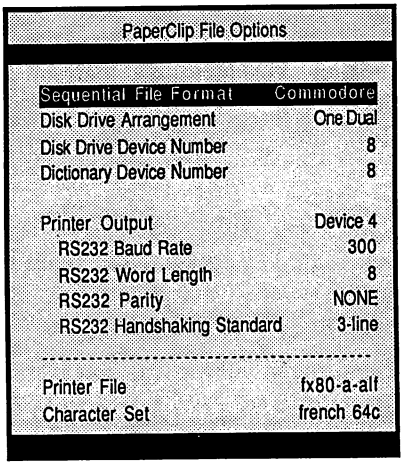
The PaperClip II program disk comes with separate 'printer files' for the most popular kinds of printers. These 'printer files' tell PaperClip II how to properly control your particular printer.

So, assuming that PaperClip II is already running, the first thing you have to do is load the correct printer file.

Put the PaperClip II program disk into your disk drive and bring up the disk directory on your screen. You can see that in addition to the main PaperClip II program, there are many oddly-named entries — these are the printer files.

It may take some detective work to select the right printer file. For instance, an **Epson FX-80** printer would need the printer file called **fx80-a-alf**. If you can't spot the right one for your printer right away, read Appendix D to find out more about choosing the right printer file. Since the printer file is PaperClip II's link with your printer, take the time to select the correct entry.

When you see the name of the correct printer file on your screen, move the cursor to the first letter in the printer file's filename (you may need to press CONTROL once to make the cursor appear).



Now press

SHIFT F4

A menu called **PaperClip II File Options** will appear. Notice that the top line of the menu is highlighted — you can use your up-arrow and down-arrow cursor keys to move this highlighted bar up and down the menu. Put the highlight bar on the line **Printer File** and press

RETURN

Note: Any time a menu is visible, pressing ESC or space bar will remove it. The key you pressed to display the menu in the first place will also cancel the menu display.

PaperClip II will ask **File name?** Press

RUN STOP

to screen-read the correct filename.

Press

RETURN

PaperClip II will load in the correct printer file.

When PaperClip II starts up, it automatically checks the disk drive for a special file called **pcii auto-config**. If it is found, this file tells PaperClip II exactly how to set itself up. It 'configures' PaperClip II — the name of the printer file to use with your printer is part of this information.

If you 'save' your particular configuration, you won't have to re-load your printer file every time you use PaperClip II — it will be loaded automatically. Follow these steps to save your configuration.

First, set up PaperClip II just the way you like it — adjust the screen colors, load the proper printer file, etc. Then, press

SHIFT F2

The **Screen Options** menu will appear. Move the highlight bar down to the line **Save Current Configuration**, and press

RETURN

In response to the **File name?** prompt, press

RETURN

Enter the drive number your start up copy of PaperClip II is in. PaperClip II will save your configuration. Next time you start up the program, your printer file will load automatically. To change any menu option, just make the necessary changes and save the new configuration.

PRINTING

Now you're ready to start printing. Make sure you're in the regular Edit mode — if you're in Directory mode, press CLR HOME twice.

Make sure the printer is turned on, ready and loaded with paper.

Load **sample document** from disk.

Now press

CONTROL O

PaperClip II asks,

Continuous output?

If you say Y, PaperClip II will print out the whole document, one page after another. If you say N, PaperClip II will pause at the end of each page. When you use single sheets of paper, this gives you the chance to put in the next sheet.

If you're using single sheets, default to N by pressing [RETURN] — if you're using continuous feed paper, press Y and [RETURN]

To **Fill variable blocks?** answer N by pressing [RETURN]

When PaperClip II asks,

Number of copies?

default to **1** by pressing [RETURN] You could ask for as many as 255.

PaperClip II asks

Starting page?

Press

[RETURN]

to use the default of **1**.

Now PaperClip II asks you if you want **Global output?** For the moment, let's just say N and press

[RETURN]

At last the printer starts printing.

Not happening? Don't be too upset. There are many details that vary from printer to printer — printing is the most difficult thing for a beginning (or even an experienced) user to learn. You may spend a lot of time figuring it out. But be patient. Review what we've said here — eventually, using trial and error, you'll get there! If you can't seem to make it work, check the following:

- Is the printer plugged in?
- Is the printer turned on?
- Is its 'ready' or 'online' light glowing?
- Is the correct printer file loaded?
- Is the printer cover fully closed?
- Is there ribbon and paper loaded in the printer?
- Is the printer connected to the computer correctly?
- Are the printer and interface set up according to the instructions in their respective manuals?
- If your printer is not connected to the computer by a cord plugged into the disk drive, make sure the **Output Device** setting in the **PaperClip II File Options** menu matches your equipment.
- Check Appendix D for more information on printers and printing.

Printing is a big hurdle but, once you've crossed it, a big achievement. If you've made it this far, congratulations! If you're still trying to get it right — relax, take a break, and then keep working at it.

Once you get the output printing, you'll see that the text is printed on the screen at the same time it's being printed on the paper. As with output to screen, the printout can be paused by pressing the space bar. Your printer may print a few lines before stopping.

Output to printer can be canceled by pressing CONTROL twice (or once if paused).

QUICK OUTPUT

If you don't feel like answering all those questions when printing, you might try pressing

CONTROL SHIFT O RETURN

Using the shifted O tells PaperClip II that you want to print according to the 'defaults' — non-continuous, no variable blocks, one copy, starting at page 1, non-global.

Once started, you can switch to continuous output — where there's no pause between pages — by holding down C for a few seconds during printing.

BASIC FORMATTING

So now you know how to edit and print text. But what about the format of the final printing? Well, this is taken care of automatically to some extent by PaperClip II. Unless you give specific formatting instructions, it assumes you want your document printed single spaced on regular (8.5" x 11") paper with one inch margins on the right and left sides.

But let's say you want to double space — or start a new page, or change the margins. You'll have to add formatting commands.

THE CHECKMARK ✓

A ✓ is produced by pressing

[£]

It will appear on the screen as ✓. When PaperClip II encounters one during printing it interprets everything up to the **return** marker as formatting instructions. ← is the **return** marker as shown on your screen. It is achieved, of course, by pressing the [RETURN] key.

The ✓ must appear at the beginning of a line (column 1) , and both the ✓ line and the line above must end with a **return** marker.

These instructions won't appear on the printed paper, but text after that point will be printed according to those specifications.

It's permissible to put several formatting instructions together on one checkmark line — simply separate them with colons.

THE COMMENT LINE

✓cm:sample document←

When PaperClip II sees **✓cm:**, it simply skips over the rest of that line. What comes after the **✓cm:** is entirely up to you — possibly a comment or reminder, or some notes that you don't want printed. The **✓cm:** line must end with a **return** marker.

It's very easy to forget the filename of the text you're working on — put a comment at the top of each text file to show the filename.

When saving a file, if you have a comment at the top of text it will be presented as the default filename. You can accept by pressing [RETURN] edit the name in the usual manner, or erase it by pressing [SHIFT] [CLR HOME]

MARGINS

✓lm15:rm65←

If you want a one inch margin on each side of the paper, you really don't need to set the margins. PaperClip II assumes you want a left margin of 10 and a right margin of 70 unless otherwise instructed.

Printing on ordinary paper is 8 inches, or 80 spaces wide. Margins are set by specifying the distance from the left edge of the paper to the left and right margins. The left margin is set by **✓lm** followed by a number — the right margin in the same way with **✓rm**. The example above would place the left edge of the printed text in column 15, and the right edge of the text in column 65. This would print the text with 50 characters on each line.

You may want to adjust the margins partway through text — for instance, to indent a paragraph. This is accomplished with relative margin adjustments.

✓lm followed by **+** or **-** and a number adjusts the left margin in or out by the specified amount. **+** will increase the left margin value, moving it in to the right. **-** will reduce the setting, moving the margin out to the left.

✓rm followed by **+** or **-** and a number adjusts the right margin in or out. **+** will make the effective setting larger, moving the right margin outwards to the right. **-** moves the right margin leftwards.

✓lm+10:rm-10← will indent subsequent text ten additional spaces in from each side.

You can adjust the margins as often as you like, always working from the original setting. The value specified is added to or subtracted from the current *fixed* margin setting. The relative adjustments do not accumulate. Each is calculated from the last explicitly set margin.

✓lm+0:rm+0← resets the margins to the previous fixed settings.

LINE SPACING

Line spacing is set with **sp** followed by a number. Normally PaperClip II single spaces, but if you want to double space the printing, enter

✓sp2←

You can triple space with

✓sp3←

and so on...

CENTERING

Centering is turned on with

✓centering on←

To turn it off, use

✓centering off←

Text appearing on the lines between these two commands will be centered. Often, only a few lines of text, each quite short, is centered. You can, however, use this command to center any amount of text. In the example below, '**This is Centered**' would be printed midway between the currently set margins.

✓centering on←
This is Centered←
✓centering off←

FORCE PAGE

When creating documents longer than a single page, you may wish to ensure that certain sections begin at the top of a page, rather than partway down. This is called forcing a new page.

When PaperClip II encounters the force page command, it immediately moves the paper to the top of the next page (printing headers and footers if necessary) before continuing output. The text following a force page command will always print at the top the page. To tell PaperClip II to start a new page use

✓fp

HEADERS

✓hd5:PaperClip II,,Sample Document←

A header is a line of text which will print at the top of each page. The header for **sample document** is defined by

✓hd5:PaperClip II,,Sample Document←

This header would print as:

Paperclip II **Sample Document**

✓hd5: tells PaperClip II you want the header on the fifth line above the main text.

✓hd6: would print the header on the sixth line above text.

There are three header areas — left aligned, centered, and right aligned. Text for each area is usually separated by commas. We didn't want anything printed in the center of this header, so there isn't any text between the first and second commas. If we had wanted **HEADER** to appear there, the header line would read:

✓hd5:PaperClip II,HEADER,Sample Document←

Be careful when you use commas within the header text. PaperClip II would interpret

✓hd5:May 12, 1986,,PaperClip II←

as meaning that you want ' **1986**' to appear in the middle. If you really need to print commas in a header, see Headers and Footers in the Reference Section.

FOOTERS

Footers are just like headers, only they appear at the bottom of each page. The number before the colon indicates how many lines above the end of the page you want this footer to appear. There are three text areas in footers, just as with headers.

✓ft5:This is my footer,Page <>,right on←

The above example would print a footer as shown below, five lines above the end of the page.

This is my footer Page 1 right on

PAGE NUMBERING

Headers or footers can be used to number pages. PaperClip II keeps track of the page number of the page being printed. You can have this number printed in a header or footer. When entering the command to define a header or footer, type **<>** where you want the page number to appear in the printed header or footer.

During output PaperClip II automatically replaces **<>** with the current page number. The **<>** must appear together, they cannot be separated by a space.

For instance, if we wanted to have a footer which will place the page number in the bottom right corner of each page. We want it to print three lines from the bottom...

✓ft3:,,Page <>←

Three lines from the bottom of each page, PaperClip II will print

Page X

where X is the current page number.

Remember, the two symbols **<>** must be together, and they must be in either the header or the footer to be printed as a page number.

GLOBAL FILES

The maximum size of an 80-column text file is 499 lines. For 40-columns, it's 999 lines.

When creating a big document it's a good idea to keep it split into several files, each somewhere between 200 and 250 lines. Don't make each segment as large as possible; leave lots of room for text you might need to insert later. If you accidentally erase a text file from the disk (this happens to the best of us) you won't have lost everything. Of course, you should be making backup copies frequently to guard against complete loss of the disk.

You can 'link' text files together with a special formatting instruction at the end of each file. A group of files linked in this way is called a global file. Each component file is quite ordinary, except for the linking command at the bottom. The last file in the chain won't need a link, however. To chain to the next text file, the command is...

✓nx:filename←

where **filename** is the name of the next text file to be printed.

When PaperClip II comes across the **✓nx:** command at the end of text during printing, it realizes that there is still more text to be printed. It will pause output, load the text file named in the global command, then continue printing where it left off. There will be no break in the appearance of the printed page. As far as PaperClip II is concerned, the next file is simply a continuation of the text.

Using global files, PaperClip II can print a document of virtually any size.

For example, the command used at the end of **Global part one** on the PaperClip II disk is...

✓nx:global part two←

When creating global files, don't repeat formatting instructions such as margin settings, page length, and headers at the beginning of each section. PaperClip II will carry the formatting from section to section. If you restate these settings, PaperClip II may become confused about the exact placement of the paper in the printer.

Congratulations! You are a graduate of the PaperClip II Tutorial!

PaperClip II can do much, much more than you've learned in these lessons. But you don't have to know how to do everything now.

Turn to **What PaperClip II Can Do** on page 3 in the PaperClip II Reference manual and review it. As you become familiar with word-processing, you can look up how to use these advanced functions as you need them.

CRASH COURSE

Okay, so you're adventurous or just impatient. You're going to take the crash course. Great! The pace is fast, but if you're already familiar with computers that should suit you. We're going to assume that you have a good working knowledge of your computer system, and are familiar with word-processing. If you need further explanation of how a particular function works, or why you would use it, check the relevant section of the Tutorial.

SIMPLE EDITING

The Status Line – that's the line across the top of your screen with PaperClip II displayed at the left – shows, among other things, the cursor position. Experiment with the four cursor keys [←] [→] [↓] [↑] across the top row of the keyboard, watching the indicators **L=** and **C=**

Type in a few sentences. Notice that when you reach the right edge of the screen the cursor jumps down to the next line, dividing your text neatly between words. This is called 'word wrap'. You can switch word wrap on and off by pressing [F7]

Try holding down [↓] keeping an eye on the text you typed in. When your cursor reaches the bottom of the screen, the text scrolls up off the top of the screen. Moving the cursor back up past the top brings it back down. Scrolling allows you to type as much as 499 lines of text into one text file (999 lines if you use a 40-column display).

THE KEYBOARD

[CLR HOME] Puts the cursor at the top of the screen.
Pressed again, it puts the cursor at the very top of text.

[SHIFT] [RUN STOP] takes you to the bottom of text.

[SHIFT] [CLR HOME] toggles tab settings on and off – notice how tab markers appear above the Status Line.

[TAB] Moves the cursor to the next column position with a tab stop set.

[INST DEL] Deletes text by backspacing. Shifted, it inserts spaces.

[←] (above [CONTROL]) Deletes text from the right.

[CAPS LOCK] Capitalizes letters while punctuation, numbers, and function keys behave normally.

[C:] Switches Insert Mode on & off– notice the ***INS*** indicator on the Status Line.

[F1] **Screen–Up** shifts the text under the cursor 22 lines up.

[F3] **Screen-Down** shifts text under the cusor 22 lines down,

[SHIFT] [F2] Displays the **Screen Options menu.**

[SHIFT] [F4] Displays the **File Options** menu.

Once in the menus, use the [↑] and [↓] keys to move through the items, and the + and - keys to change the selection for an item. In some cases, [RETURN] activates the selection. Press [ESC] to clear a menu from the screen.

[CONTROL] Toggles **Control** mode on & off.
Used to initiate and cancel major functions.

[NO SCROLL] Switches between **Telecommunications** and **Editing** modes.

SAVING A FILE

You can see how this works by saving the text you've been experimenting with. If you don't have any text to save, type in a few sentences.

Put a formatted disk in the disk drive. If you're using a brand new disk, turn to Direct Disk Commands – Formating A Disk in the manual to find out how to format using PaperClip II.

Now press

[CONTROL] S

The Tab Line at the top changes to **File name?** Filenames can be up to sixteen characters long, and can contain numbers, spaces, and punctuation as well as letters. Try not to use punctuation in filenames as many have special meanings for the disk drive.

Type in a simple filename. If you make a mistake use the [INST DEL] [↑] [←] [CRSR →] [CLR HOME] and [SHIFT] [CLR HOME] keys to correct it. Press [RETURN] when you're finished.

PaperClip II asks,

Drive number?

If you're using a single drive the drive number is always **0** — if you're using multiple drives it can be **0** or **1**. Press

0 [RETURN]

PaperClip II will start saving your text. If it finds another file with the same name on the disk, it will ask,

Replace existing file?

If you reply Y, the old file will be replaced with the new one.

THE DISK DIRECTORY

Press

[CONTROL] **0**

Suddenly everything disappears from the screen. Don't panic!

After a second, some information appears at the bottom of the screen. Hold down [↓] and a list of filenames starts scrolling onto the screen. Hold it down until the scrolling stops and the cursor appears at the top of the screen.

Have you spotted your filename? The letters **PRG** beside the filename mean it's an ordinary program file (the type PaperClip II uses to store text). The number indicates how many blocks have been used by the disk to store it. At the bottom of the list the number of free blocks is displayed.

If you want to regain the cursor before getting to the end of the directory, press

[CONTROL]

Need to look at some filenames that have already scrolled off the top? You can move up through them using [↑]

Press

CLR HOME CLR HOME

to get back into the Edit mode. Notice your text is still intact. You can move in and out of the Directory mode without erasing anything you're working on.

LOADING FILES

Let's try loading sample document from the PaperClip II disk. Put that disk in the drive, PaperClip II side up, and press

CONTROL L

In response to the prompt

File name?

type

sample document RETURN

After a few seconds, sample document rapidly scrolls onto the screen. If a **File not found** message appears, check to make sure that the PaperClip II disk is in the disk drive. Then try again, making very sure you type the filename in correctly.

SCREEN-READING

Any time that you're asked for a filename or other text on the prompt line, pressing RUN STOP will read the first sixteen characters from the cursor position in text and copy them up to the prompt line.

You can screen-read filenames any time you have to type in something during a Control function. Since you cannot move the cursor in text once you press CONTROL remember to position it for the screen read before entering the command.

SPEED CURSOR

Try pressing

CONTROL

Then press and hold down

[↓]

But hold on to your seat — the cursor will go racing down your text at an incredible rate! You can pause the scrolling temporarily by pressing the **space bar** (don't let up on the cursor key) — release the **space bar** to continue. You can race up through text using [CONTROL] [↑] in the same way. When you get where you want to be, release the cursor key.

ERASING TEXT

Put your cursor somewhere in the middle of the text on your screen. Press

[CONTROL] E [RETURN]

The prompt

Are you sure?

appears

Answer Y. When you do, all the text on and below the cursor line is erased.

INSERT LINES

Insert lines at the cursor position one at a time with

[CONTROL] +

To insert several lines at once, position the cursor, then press

[CONTROL] I

then enter the number you want and press

[RETURN]

DELETE LINES

To delete the line of text the cursor is resting on, press

[CONTROL] -

This will delete the line immediately, so be sure you want to delete the text before using this command.

LINE RANGES

You can move blocks of text around, but before you do you have to set the **line range** to define the block of text you want to work with. Press

CONTROL R RETURN

This highlights the line the cursor is on. Press ↓ to highlight as many subsequent lines as you want included in the range — use ↑ to un-highlight lines if you go too far. When the range is highlighted correctly, press

RETURN

To **Transfer** the range to a new place, position the cursor where you want to insert the range and press

CONTROL T RETURN

Delete a range with

CONTROL D RETURN

Copy a range without deleting it, by pressing

CONTROL C

PaperClip II will ask

Number of copies?

You can make up to 255. Enter the appropriate number, then press

RETURN

PaperClip II will insert the correct number of duplicates of the line range at the cursor position.

PHRASES

You can manipulate smaller chunks of text than line ranges in a similar way. Put your cursor on the first letter of the phrase you want and press

CONTROL P RETURN

Use → ↓ W (Word) and S (Sentence) to highlight the phrase. Use ↑ and ← to un-highlight if you go too far. When the phrase is highlighted correctly, press

RETURN

Move the cursor to another point in the text and press

CONTROL M RETURN

This **moves** the phrase from the original location and inserts it at the current cursor position.

To place a **copy** of the phrase at the current cursor position, without affecting the original phrase, press

CONTROL K RETURN

To **delete** the currently set phrase, press

RETURN Y

Highlight the phrase using → ↓ W (Word) and S (Sentence). Use ↑ and ← to un-highlight if you go too far. When you press RETURN the phrase is deleted. Press CONTROL to quit without removing the phrase.

FIND/HUNT

Put your cursor at the top of text and press

CONTROL F

When PaperClip II asks

Search string?

type in the word or phrase you want to **find** and press

RETURN

Right away your cursor jumps down to the first occurrence of that word.

To **hunt** for the next occurrence, press

CONTROL H

You can use CONTROL H again and again to hunt for more occurrences of the search string you've defined with CONTROL F

SEARCH AND REPLACE

Put your cursor at the top of text and press

CONTROL @

PaperClip II will ask several questions before starting...

Search string?

Enter the word or phrase you want to look for, then press

RETURN

Replace with?

Enter the text you want to replace each occurrence of the search string with, then press

RETURN

More?

You can set up as many as five search and replace operations at once. Answer Y if you want to set up another search string and its replacement.

Press N to proceed to the next question without defining another search string.

Query before replacement?

When PaperClip II finds a recurrence of the search string while scanning through text, it can ask you each time whether it should make the replacement. If you answer Y to this question, PaperClip II will display each finding of the search string in text, and ask

Replace?

If you answer N, PaperClip II will automatically substitute the replacement for every copy of the search string found in text.

If you press Y, PaperClip II will go through every file in a global chain, following the **↙nx:** links. For each file, PaperClip II will search for all five possible search strings. If any are found, and replaced, PaperClip II will re-save the file automatically before loading the next file.

If you answer N, PaperClip II simply scans through the text in memory for the search strings.

Filename?

If you specify global, PaperClip II will ask for the filename of the first text file to be searched.

PaperClip II will search all of text.

PRINTING TO VIDEO

Before actually printing your text on paper, you can preview it on the screen, formatted exactly as it will be printed. This is called video output.

Load **sample document** and press

CONTROL V

PaperClip II will ask a few questions before displaying the formatted preview.

Fill variable blocks?

Default to N. Answer Y if you are using variable blocks to print form letters.

Starting page?

Default to **1**. This tells PaperClip II to start printing at the beginning.

Global?

Default to N. If you want to preview a document which is composed of several linked files, you can specify the first filename by answering Y.

And the output comes up on your screen...

If you're using a 40-column screen you will often only see the left half of the video output. Use the cursor keys to scroll the screen window around the video output

If you press [SHIFT] [F8] before starting output you can use PaperClip II's simulated 80-column video on the 40-column screen.

Pause/continue preview scrolling by pressing the space bar. Cancel it altogether by pressing [CONTROL] twice.

Video output is automatically discontinuous, pausing at the end of each page. If you want continuous output, hold down C for a few seconds during output.

PRINTER FILES

SETTING THE PRINTER FILE

The PaperClip II program disk has separate **printer files** for many different printers. Check Appendix D to find out which is the right one for your printer. Put your start up copy of the PaperClip II disk in the drive and display the disk Directory on the screen. Scroll through the directory, find the printer file that matches your printer, and put the cursor on the first letter of the filename.

Now press

[SHIFT] [F4]

The **File Options** menu appears. Use the [↓] key to move the highlight bar to **Printer File**, then press

[RETURN]

In response to the **File name?** prompt, press

[RUN STOP]

to screen-read the filename. Press

RETURN

PaperClip II will load the printer file and configure itself to work with that printer.

SAVING THE PRINTER CONFIGURATION

If you now save this configuration, that printer file will load automatically every time you start PaperClip II. To save your configuration, press

SHIFT F2

to bring up the **Screen Options** menu.
Move the bar down to **Save Current Configuration**, and press

RETURN

In response to **File name?**, choose the **pcii auto-config** default by pressing

RETURN

Enter the drive number where your start up copy of the PaperClip II disk is and press

RETURN

PaperClip II will save the current configuration, including the filename of the printer file. When changing any menu setting, just make the necessary changes and then save the configuration to have the new settings re-loaded the next time you start up.

PRINTING TO THE PRINTER

Make sure the printer is turned on and ready and that **sample document** is loaded. Now press

CONTROL O

PaperClip II will ask a series of questions. Once you've answered them all, the printer will start printing – we hope.

Continuous output?

If you press Y, PaperClip II will print continuously.

If you press N, PaperClip II will pause after printing each page, and wait for a keystroke.

Fill variable blocks?

Default to N. Answer Y if you are using variable blocks to print form letters.

Number of Copies?

You can tell PaperClip II to print up to 255 copies of your document. Press



to accept the default of **1**.

Starting page?

Default to **1**. This tells PaperClip II to start printing at the beginning.

Global?

Default to N. If you want to preview a document which is composed of several linked files, you can specify the first filename by answering Y

Filename?

If you specified global, PaperClip II asks for the filename of the first text file.

PaperClip II will start printing. If you can't get it to print right away, don't be too upset. There are a lot of little things that can go wrong here. Be patient, check everything again, and keep trying. You'll get there! Refer to the tutorial and reference sections for more help.

Pause output by pressing the **space bar** (your printer may print another few lines before stopping, depending on the size of its internal print buffer).

Cancel output by pressing



QUICK OUTPUT

If you don't feel like answering all those questions, you might try

CONTROL SHIFT O RETURN

PaperClip II will start printing using the default settings — discontinuous printing, no variable blocks, one copy, starting on page 1, non-global.

Once printing has started, you can switch to continuous printing (for fan-fold paper) by holding down C for a few seconds.

BASIC FORMATTING

As you have seen, basic formatting is taken care of automatically. Unless you give PaperClip II special formatting instructions, it assumes you want your text printed single-spaced on regular paper (8.5" x 11") with one-inch margins.

Special formatting instructions can be placed in the text. PaperClip II recognizes them because they're preceded by a ✓. This symbol is produced by pressing the £ key. The ✓ must appear on a line of its own, starting in column **1**. The previous line must end with a RETURN

It's possible to put several formatting instructions together on one line after the ✓, simply separate them with

:

Here are some basic formatting instructions.

THE COMMENT LINE

✓cm:sample document

Use this command for comments and notes that you don't want printed. When PaperClip II sees **✓cm:** it skips down to the next line, disregarding the rest of the text on that line.

Use a comment line at the beginning of text to display the filename of the document. When you're saving the file, the name in the comment line at the top of the file will be displayed as the default filename. You can accept it by pressing RETURN or edit it in the usual manner.

MARGINS

The default (automatic) margin settings are 10 and 70. If you wish to specify a different setting, set the left margin with

✓lmxx←

where xx is the new setting for the left margin.

Set the right margin with

✓rmxx←

where xx is the new setting for the right margin.

For example, to set the left margin to column 15, and the right to column 65, the command would look like

✓lm15:rm65←

You may want to adjust the margins partway through text — to indent a paragraph, for instance. A format line with **✓lm** or **✓rm** followed by - or + and a number will adjust that margin to the left or right by that amount relative to the current fixed setting.

✓lm+10:rm-10←

will indent subsequent text ten spaces in on both sides, presuming there aren't any other relative margin adjustments in effect.

You can adjust the margins as often as you like. Relative margin adjustments are always calculated from the current fixed setting, and do not accumulate. Because of this,

✓lm+0:rm+0←

will reset the margins back to the last fixed setting.

LINE SPACING

✓sp2←

The line spacing for printing is set using **✓sp** followed by a number. Normally PaperClip II single spaces, but if you want to double-space the printed text, you would use the command

✓sp2←

You can triple-space with

✓sp3←

CENTERING

To center some text, type in the centering command, then type in the text to be centered, then turn centering off. Centering is turned on with

✓centering on←

To turn centering off, use

✓centering off←

Any text printed while centering is enabled will be printed neatly aligned between the margins.

FORCE PAGE

When you want to ensure that the following text will be printed at the top of a new page, use the force page command. PaperClip II will immediately move the paper to the top off the next page (printing any headers or footers required), before continuing to print the text. To tell PaperClip II to start a new page, use

✓fp←

HEADERS

You can set up a header which will print at the top of each page. The header can contain almost any text you want. The header for the file **sample document** on the PaperClip II disk is

✓hd5:PaperClip II,,Sample Document←

When printed, it will appear five lines above the main text and look like:

Paperclip II **Sample Document**

The 5 in **✓hd5:** tells PaperClip II you want the header on the fifth line above the main text.

Text for the three header areas — left aligned, centered, and right aligned — is separated by commas. The sample header has nothing to print in the middle position. If we had wanted **Draft** to appear there,

the command would look like:

✓hd5:PaperClip II,Draft,Sample Document←

PAGE NUMBERING

During output PaperClip II will automatically replace the characters **<>** in a header or footer with the current page number. The two symbols must be adjacent, not separated with a space.

FOOTERS

PaperClip II can also print a footer at the bottom of each printed page. A footer is defined using the same format used to define a header. The footer command begins with **✓ft** To print the current page number centered five lines above the end of the paper, the command would be

✓ft5:,Page <>←

GLOBAL FILES

✓nx:filename←

PaperClip II can link (chain) documents together for printing. This means you can create and print documents of virtually any length.

You link text files together with an **✓nx:** instruction at the bottom of text. The filename of the next file in the chain appears after the colon.

A group of files linked in this way is called a global file. The component files are simply ordinary text files with the linking command at the end (except, of course, the last file).

Don't repeat page format commands (margins, page size, headers, etc) at the beginning of each file in the chain. State them once at the top of the first section to be printed. PaperClip II will carry the settings when it links from file to file.

Congratulations! You have zipped through the PaperClip II Crash Course.

PaperClip II can do much more than you've learned here. Be sure to read **What PaperClip II Can Do.** As you become more familiar with PaperClip II, look up each advanced function as you need it.



BATTERIES INCLUDED

NEED HELP?

Having problems? Have you got questions about Batteries Included software? Call the ***BI Customer Support Hotline****. We'll be glad to help you in any way we can. Because this is a* ***free service*** *we must ask that you* ***keep your questions brief and to the point****. Since a limit of 5 minutes of free service is permitted per call, prepare your query carefully and have pertinent materials (e.g. your manual) on hand when you phone; there will be an additional charge for calls over five minutes. Our hours are 9am to 4pm (est), Monday to Friday. Best time to call — mornings . Worst time to call — midday. If our lines are busy, please be patient. Do not call our switchboard; they cannot patch you through or take messages for customer support. If you would rather not phone, or your question or problem is not urgent, please do write. We'll be glad to send you a personal reply.*

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30 Mural Street Richmond Hill Ontario Canada L4B 1B5